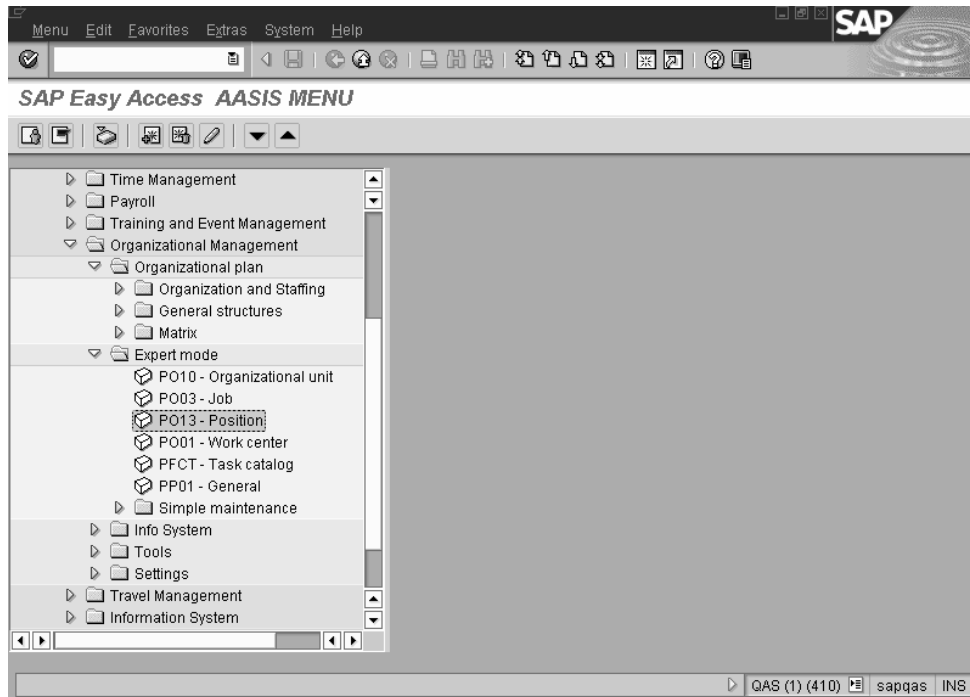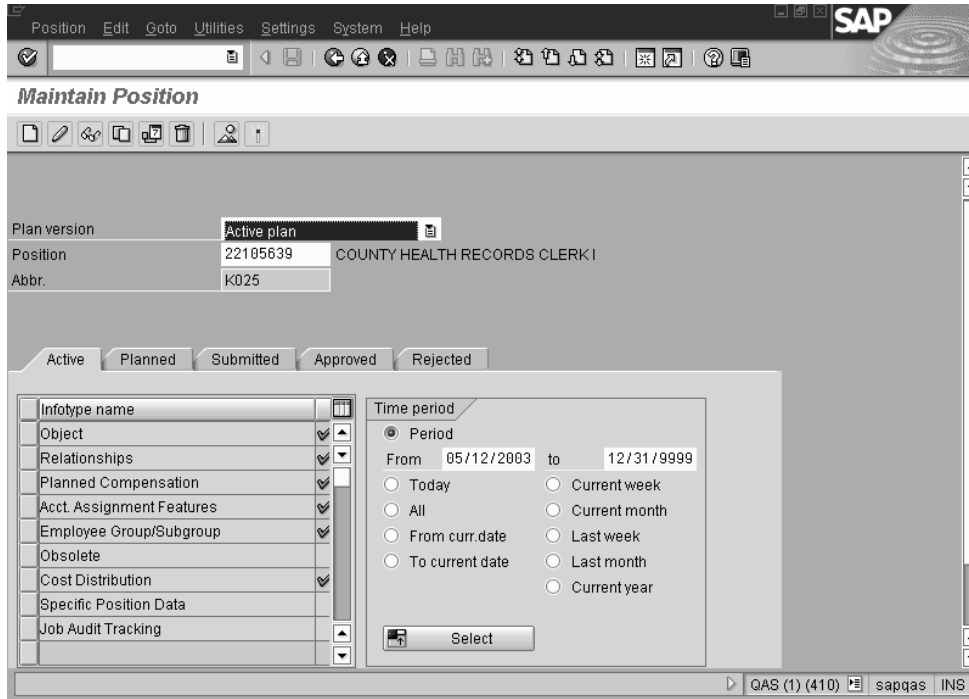# HRORG
Organizational Management

Chapter 3 – Maintain Position

3-1

To access PO13, follow the menu tree: Human Resources >
Organizational Management > Expert Mode > Position (PO13) or enter
the transaction code PO13 in the command field and press enter.

To view all infotypes linked to a specific position, enter the position number and click enter.

The **Plan version** field defaults 'Active plan' which maintains the current position structure. Currently, the 'Active plan' is the only available plan version.

To view the first infotype, select Object and click 'Display'.

The **Position** field reflects the job abbreviation (job code).
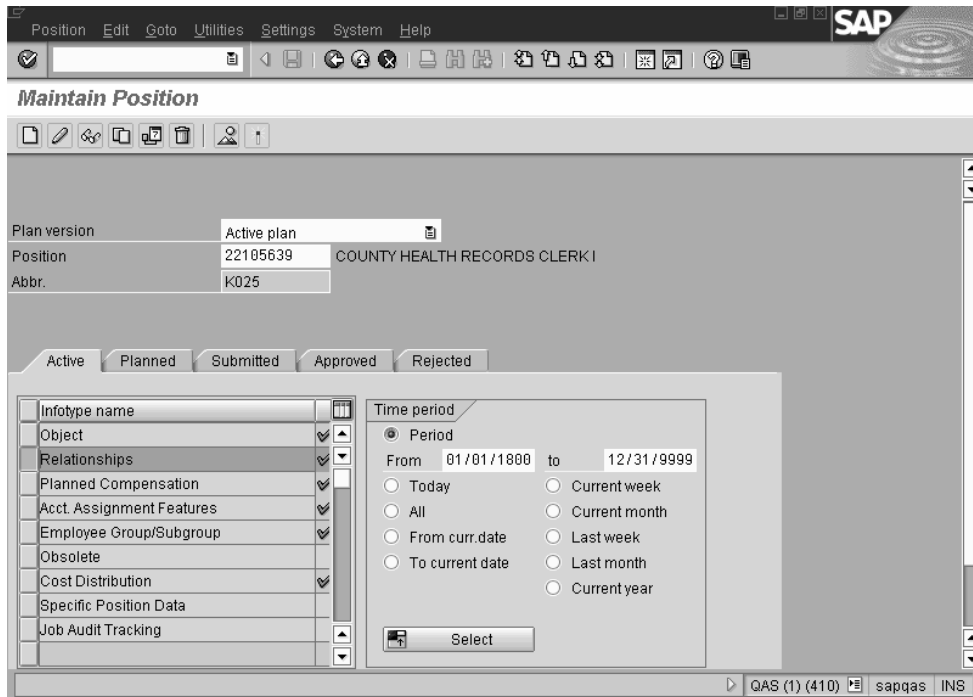
The **Planning status** field should reflect Active.

The **Validity** field identifies the period of time that the infotype record exists.

The **Object abbr.** field reflects the job abbreviation for the position.

The **Description** field reflects the job title for the position.

To view another infotype, click on the 'Back' icon.

Select the next infotype and click 'Maintain overview'. In this example,
Relationships is selected.

Find the line item for object type 'C' with the end date of 12/31/9999 (this is the active record for the job code). In this example, the overview reflects that object type 'C' (Job which describes this specific position) is authorized as a K024. To verify the pay grade for K024 or any job code, please refer to Troubleshooting Note #1located at the end of this chapter.

List display with change Relationships

Position	K025	COUNTY HEALTH RECORDS CLERK I
Planning status	Active	
Relationships	01 S 22105639 1	

Start	End date	R..	Rel.	Relat'ship	R..	Rel'd objec...	Abbr.	% rate
01/01/1900	12/31/9999	A	002	Reports (l	S	22106936	L156	0.00
01/01/1900	12/31/9999	A	003	Belongs to	O	21704591	SW Region	0.00
08/05/2001	12/31/9999	A	008	Holder	P	00014386	HALL	100.00
06/10/2001	08/04/2001	A	008	Holder	P	00014386	HALL	100.00
04/27/2003	12/31/9999	A	011	Cost cente	K	000060000...	Leadership 3	100.00
06/24/2001	04/26/2003	A	011	Cost cente	K	000064345...	LHU68 - Gra	100.00
06/01/2000	06/23/2001	A	011	Cost cente	K	000064321...	LHU60 - Gra	100.00
01/01/1900	06/23/2001	B	003	Incorporat	A	21589932	WC	0.00
07/01/2001	12/31/9999	B	007	Is describ	C	21669781	K024	0.00
01/01/1900	06/30/2001	B	007	Is describ	C	21669781	K024	0.00

1 of 10

QAS (1) (410) sapqas INS

The **Start** column reflects the beginning date of that relationship.

The **End date** column reflects the date that relationship stops.

The **Rel. type** column reflects a description of the type of relationship the position has to other objects within the system.

The **Rel.** column reflects a three-digit numeric code that identifies the relationship subtype.

The **Relat'ship** column reflects a description text for type, such as Reports (line) to, Belongs to, Holder, Cost center, Incorporates, or Is described by.

The **Rel'd object type** column reflects S = position; O = organizational unit, P = person, K = cost center, A = work center, or C = job.

The **Rel'd object ID** column reflects organizational unit number, holder's (employee) personnel number, cost center number, and job number.

The **Abbr.** column reflects an abbreviation for the related object name.

The **% rate** column reflects the percentage rate for the relationship.

➢To view another infotype, click on the 'Back' icon.

Select the next infotype and click 'Display'. In this example, Planned Compensation is selected.

There are two reasons for which a position may have a planned
   compensation record. These reasons are as follows:

1. The position has been crossgraded, downgraded, or restored; or

2. The position has been approved by OPM Class & Compensation
   (OPM C&C) for a Special Administration assignment.

The **Position** field reflects the job code and job name.

The **Pay grade type** field reflects 01-Classified, 02-Unclassified, or 03-Extra-help.
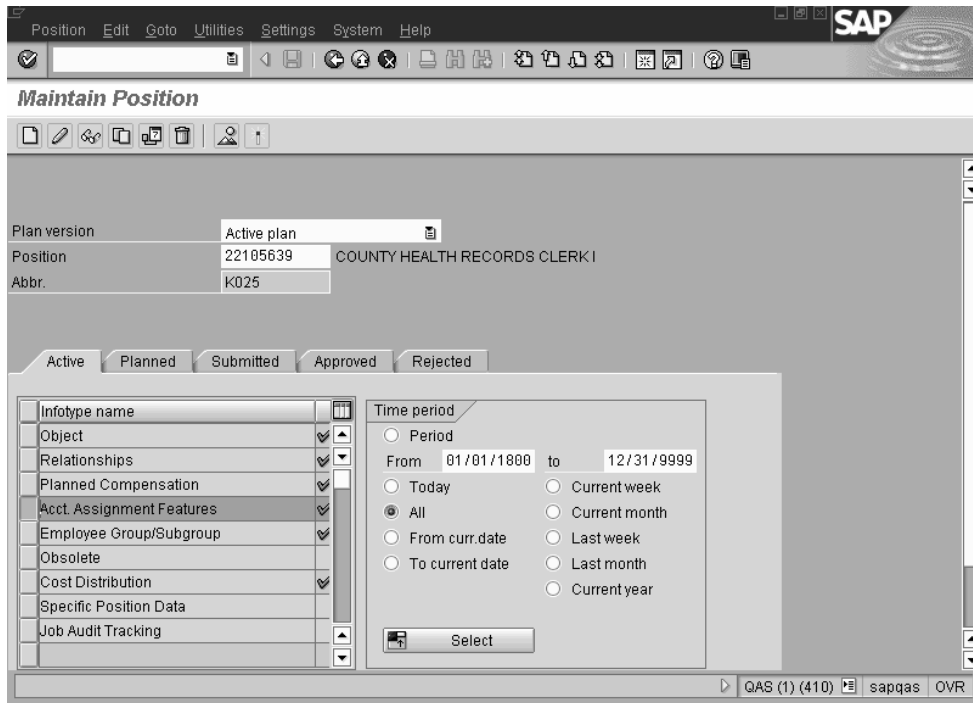
The **Pay grade area** field reflects 01-Arkansas or 02-Special Administration. If the **Pay grade area** field reflects '02', then the position was approved for Special Administration by OPM Class & Compensation (OPM C&C).

The first **Pay grade** field reflects the "grade" for a classified position or the "job code" for an unclassified position.

The **Pay grade level** field reflects the allowed level based on the position's pay grade.

The second **Pay grade** field reflects the minimum and maximum hourly pay range for the position.

➢ To view another infotype, click on the 'Back' icon.

Select the next infotype and click 'Display'. In this example, Acct.
Assignment Features is selected.

Display Acct. Assignment Features

Position	K025	COUNTY HEALTH RECORDS CLERK I
Planning status	Active	
Validity	06/24/2001 to 12/31/9999	Change information

Acct. Assignment Features 01 S 22105639 1

Company code	ARK	State of Arkansas
Business area		DEPARTMENT OF HEALTH
Personnel area	HL68	Hot Spring County
Pers. subarea	OAL1	OT,Std,ASHB
CO area	ARK	State of Arkansas

Record 1 of 1

QAS (1) (410) sapqas INS

The **Company code** field reflects the State of Arkansas.

The **Business area** field reflects the agency for that position.

The **Personnel area** field reflects a 4 digit alphanumeric code which defaults from the position. The first 2 digits represent the agency and the next 2 digits represent the location.

The **Pers. subarea** field reflects a 4 digit alphanumeric code with also defaults from the position. The Personnel subarea indicates what type of leave and timekeeping rules are required for a given position. If the Personnel subarea begins with an 'O', then the position is non-exempt and time for the employee must be entered in the system. For example, 'OAL1' – this position allows the employee to earn overtime, work a standard week, bank 240 hours and accrue annual, sick, holiday and birthday.

If the Personnel subarea begins with an 'N', then the position is exempt and only leave time for the employee must be entered in the system. For example, 'NEL1' – this position does not allow the employee to earn overtime. However, the employee can accrue annual, sick, holiday and birthday leave.

3-14

The position control report lists the business area, personnel area & personnel subarea as reflected in this infotype. If corrections are necessary for any information reflected on this infotype, the agency must contact OPM C&C.

OPM/Class & Comp. runs the mismatch report every other Thursday before the payroll run date and corrects the position's personnel area to match the employee's personnel area, as reflected on the report, that same day.

Also, this information integrates with the Personnel Administration (PA) module. The integration occurs when an employee is hired into a position, the company code, business area, personnel area & personnel subarea default in PA on the employee's organizational assignment infotype.

➢ To view another infotype, click on the 'Back' icon.

Select the next infotype and click 'Display'. In this example, the
Employee Group/Subgroup is selected.
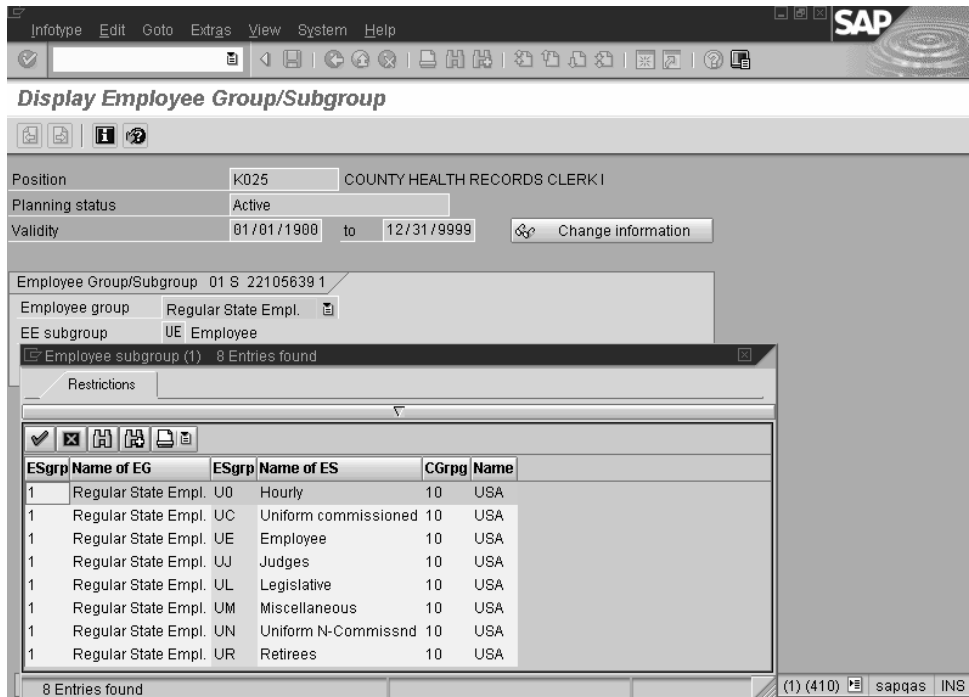
The **Employee group** field reflects if the position is a Regular State Employee, State Contract Employee, State Extra/Seasonal, or Supplemental Position. Please refer to the drop-down list below. However, as of 3/31/03 the State Drop Employee and State Retiree options are no longer being used in the Employee group field. Drop and Retirees options have been added to the work contract field located in PA on the employee's organizational assignment infotype.

The **EE subgroup** field reflects one of the options listed in the above drop-down list. However, as of 3/31/03 the subgroup option 'UR' for Retirees is no longer being used in the EE subgroup field. A Retirees option has been added to the work contract field located in PA on the employee's organizational assignment infotype.

➢ The position's employee group and subgroup information integrates with the PA module. The integration occurs when the employee is hired into a position, the employee group and subgroup defaults in PA on the employee's actions and organizational assignment infotypes. If this information needs to be corrected, the agency MUST contact OPM C&C.

➢To view another infotype, click on the 'Back' icon.

Select the next infotype and click 'Display'. In this example, the Cost
Distribution is selected.

Infotype Edit Goto Extras View System Help

Display Cost Distribution

Position	K025	COUNTY HEALTH RECORDS CLERK I
Planning status	Active	
Start date	04/27/2003 To 12/31/9999	Change information

Cost Distribution   01 S 22105639 1
Master cost center   600001   Leadership 361 BAA01

Cost distribution

CO...	Cost ctr	Order	WBS element	Name	Pct.	Name of a
ARK	600001		F.0645.FMP01REIMB-02	FAM PLAN REIMB	100.00	Leadership

Entry   1 / 1

Entry   1 of 1   Record 1 of 1

QAS (1) (410) sapqas INS

The **Master cost center** field reflects the cost center that will be charged with the remaining percentage if the cost distribution cost center is less than 100%.

Cost distribution is a further breakdown of payroll distribution.

Exercise Scenario #4

- Change the master cost center for a position.

3-20

Demonstration

⌨ Change the Master Cost Center of a Position

Human Resources > Organizational Management > Expert Mode > Position (PO13)

Note: The Org. and Comp. Specialist personnel should always verify with their agency Finance/GL Accounting personnel before making changes to a cost distribution or a cost center. This is to ensure that budget and cash are available for payroll posting.

1. Follow the menu path and double click on PO13 - Position or enter transaction code PO13 in the command field and press enter.

Position   Edit   Goto   Utilities   Settings   System   Help

Maintain Position

Plan version	Active plan
Position	
Abbr.	

2. Enter position number.

| Active | Planned | Submitted | Approved | Rejected |

Infotype name		Time period
Object		● Period
Relationships		From 04/30/2003 to 12/31/9999
Planned Compensation		○ Today ○ Current week
Acct. Assignment Features		○ All ○ Current month
Employee Group/Subgroup		○ From curr.date ○ Last week
Obsolete		○ To current date ○ Last month
Cost Distribution		○ Current year
Specific Position Data		
Job Audit Tracking		Select

QAS (1) (410) sapqas INS

Copy Relationships

COUNTY HEALTH RECORDS CLERK I

to   12/31/9999   Change information

5. Click Next record until Cost center is reflected in 'Type of related object'.

011   Cost center assignment

Related object

Type of related object	Cost center
ID of related object	0000600001ARK
Abbreviation	Leadership 3
Name	Administrative State

Priority

Weighting   100.00 %

Record 4   of   5

QAS (1) (410)   sapqas   INS

6. Enter beginning date of the current pay period in which the change is being made. **See note below.

It is recommended that agencies use the beginning date of the current pay period in which the change is being made. However, there may be times when the agency needs to future date a master cost center change. In this case, the Agency Org. and Comp. Specialist personnel will need to contact the Agency Personnel Management personnel of the future date for the master cost center change.

The Agency Personnel Management personnel will need to notify the Agency Org. and Comp. Specialist personnel, if the employee promotes, demotes, or transfers out of the position before the future date of the master cost center change. The Agency Org. and Comp. Specialist personnel will need to contact the AASIS Helpdesk at 683-2255 to request assistance on the position. Otherwise, the employee will not be paid.

Copy Relationships

Position	K025 COUNTY HEALTH RECORDS CLERK I
Planning status	Active
Validity	04/27/2003 to 12/31/9999 Change information

Relationships   01 S 22105639 1

Relationship type/number   A 011   Cost center assignment

Related object

Type of related object	Cost center
ID of related object	000060000 ARK
Abbreviation	Leadership 3
Name	Administrative State

Priority	
Weighting	100.00 %

7. Enter the new cost center or click on the drop-down list to search for a cost center.

QAS (1) (410)   sapqas   INS

Infotype   Edit   Goto   Extras   View   System   Help

Copy Relationship

Cost center (1)

| Cost center | Cost center name | Standard Hierarchy |

Cost center

Business area   0645   ← **8. Enter the Business area.**

Controlling area

Company code

Cost center category

Person responsible

Cost ctr short text

Language key   EN

Valid from

Valid to

Maximum no. of hits

9. Click start search.

QAS (1) (410) sapqas INS

| Infotype | Edit | Goto | Extras | View | System | Help |

Copy Relationships

Cost center (1) 4441 Entries found

| Cost center | Cost center name | Standard Hierarchy |

Cost ...	BA	COAr	CoCd	CCrC	Person responsib...	Short text	Language	Valid from	To
600001	0645	ARK	ARK	O	Ark Dept of Health	LEADERSHIP 361 BAA01	EN	06/01/2000	12/31/9999
600002	0645	ARK	ARK	O	Ark Dept of Health	LEADERSHIP 362 FHDIC	EN	06/01/2000	12/31/9999
					ept of Health	STAFF SERV 361 BAA01	EN	06/01/2000	12/31/9999
					ept of Health	STAFF SERVICES GRANT	EN	06/01/2000	12/31/9999
					ept of Health	STAFF HMTWN 361 BAA0	EN	06/01/2000	12/31/9999
					ept of Health	STF RHTH 369 MRH01	EN	06/01/2000	12/31/9999
					ept of Health	STF RHTH 1PY KBH6405	EN	06/01/2000	12/31/9999
600020	0645	ARK	ARK	O	Ark Dept of Health	SHD SRV 361 BAA01	EN	06/01/2000	12/31/9999
600021	0645	ARK	ARK	O	Ark Dept of Health	SHD SRV 2HN BAA30	EN	06/01/2000	12/31/9999
600022	0645	ARK	ARK	O	Ark Dept of Health	SHD SRV 362 FHDIC	EN	06/01/2000	12/31/9999
600023	0645	ARK	ARK	O	Ark Dept of Health	SHD SRV 1PW KBH6403	EN	06/01/2000	12/31/9999
600025	0645	ARK	ARK	O	Ark Dept of Health	SHD SRV 1PX KBH6404	EN	06/01/2000	12/31/9999
600026	0645	ARK	ARK	O	Ark Dept of Health	SHARED SERVICES GR...	EN	06/01/2000	12/31/9999
600030	0645	ARK	ARK	O	Ark Dept of Health	SHRD CNTRL 361 BAA01	EN	06/01/2000	12/31/9999
600031	0645	ARK	ARK	O	Ark Dept of Health	SHD CNTRL 2HN BAA30	EN	06/01/2000	12/31/9999
600035	0645	ARK	ARK	O	Ark Dept of Health	SHRD HTHR 361 BAA01	EN	06/01/2000	12/31/9999
600036	0645	ARK	ARK	O	Ark Dept of Health	SHRD HTHR 361 BAA46	EN	06/01/2000	12/31/9999
600037	0645	ARK	ARK	O	Ark Dept of Health	SHRD EPID 361 BAA01	EN	06/01/2000	12/31/9999
600038	0645	ARK	ARK	O	Ark Dept of Health	SHRD EPID 361 BAA72	EN	06/01/2000	12/31/9999

4441 Entries found

10. Double click on the cost center selected.

Infotype   Edit   Goto   Extras   View   System   Help

Copy Relationships

13. Click Save.

Position	K025	COUNTY HEALTH RECORDS CLERK I
Planning status	Active	
Validity	04/27/2003 to 12/31/9999	

Key fields for cost center

Cost center	600001	Administrative State
CO area	ARK	State of Arkansas
Weighting	100.00 %	

QAS (1) (410)   sapqas   INS

Copy Relationships

Position	K025 COUNTY HEALTH RECORDS CLERK I
Planning status	Active
Validity	04/27/2003 to 12/31/9999

Key fields for cost center

Cost center	600001
CO area	ARK
Weighting	100.00
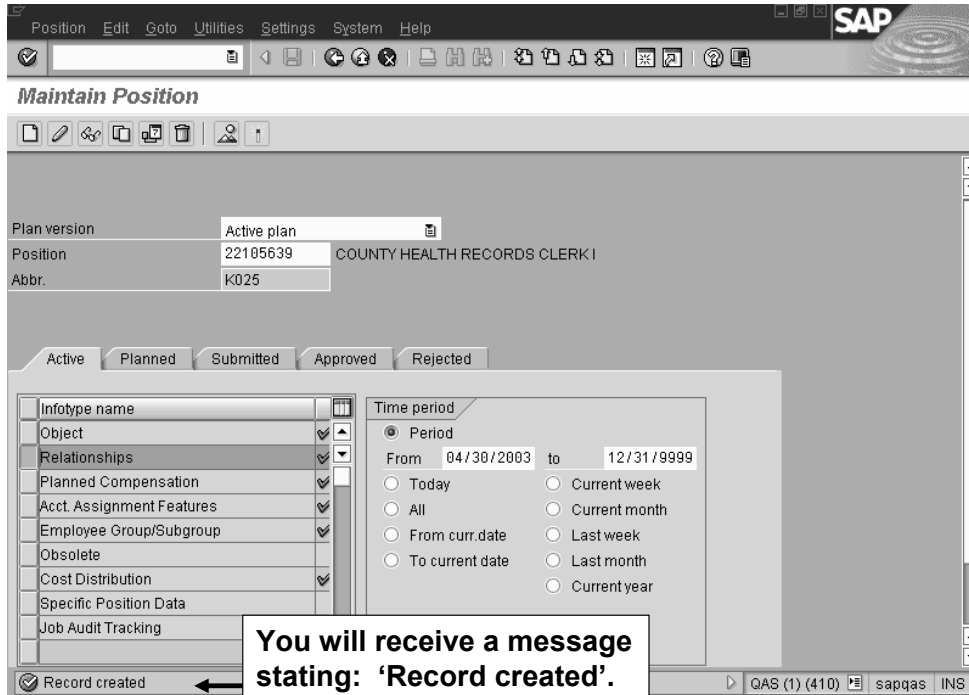
Relationships Add

Previous record will be delimited
at end. Do you want to save?

Yes   No   ✖ Cancel

14. Click Yes.

QAS (1) (410) sapqas INS

➢ If the position has a cost distribution on the position, the agency **MUST** verify the validity of the information.

➢ If the cost center information on the cost distribution needs to be updated to the new cost center, refer to the demonstration, "Change the Cost Distribution of a Position."

➢ If the cost distribution needs to be ended, refer to the demonstration, "Ending the Cost Distribution of a Position."

Exercise Scenario #5

- View the new cost center information for the position.

Demonstration

⌨ View the Master Cost Center of a Position

Human Resources > Organizational Management > Expert Mode > Position (PO13)

1. Follow the menu path and double click on PO13 - Position or enter transaction code PO13 in the command field and press enter.
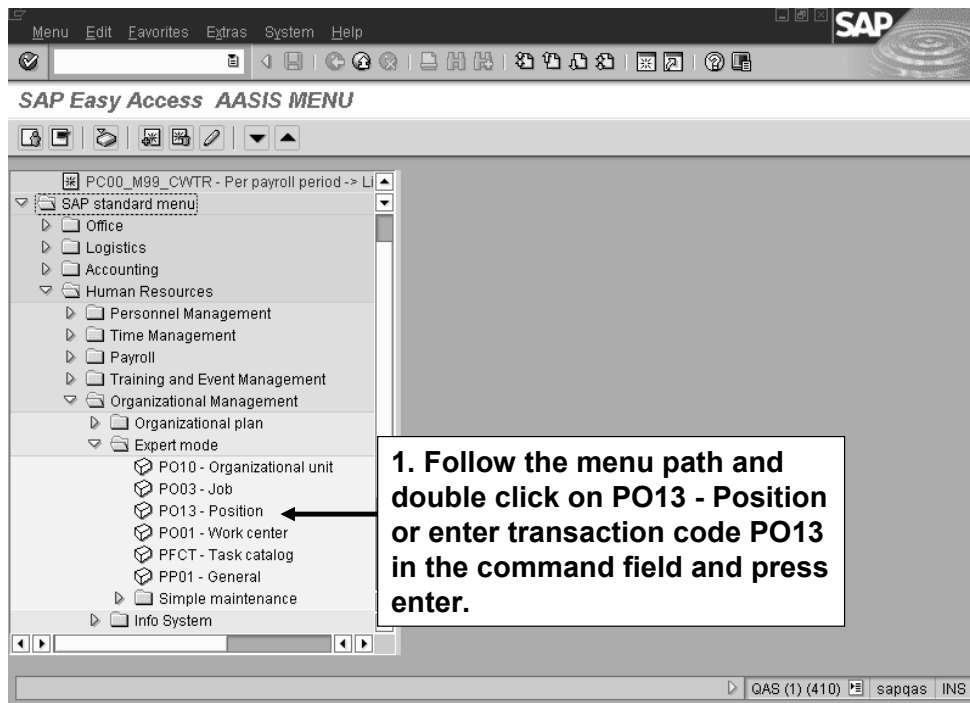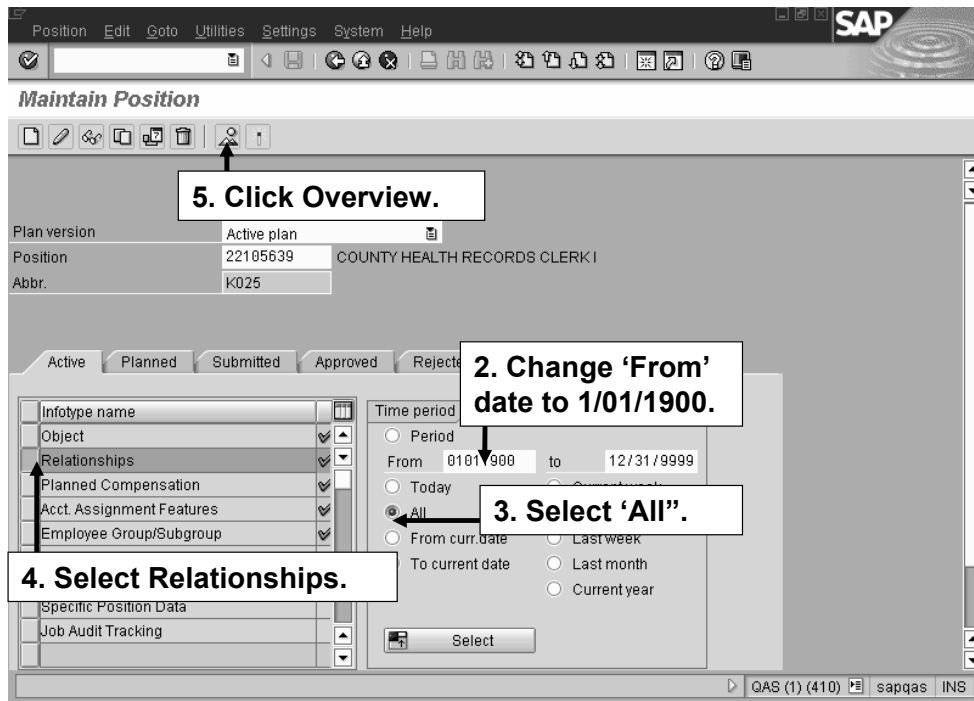
Some positions in AASIS have a beginning date of 01/01/1900. To view all the history of a position enter '01011900' in the 'From' field and select 'All' (refer to steps 2 and 3 as shown above).

List display with change Relationships

Position	K025	COUNTY HEALTH RECORDS CLERK I
Planning status	Active	
Relationships	01 S 22105639 1	

6. View the Relationships history.

Start	End date	R.	Rel.	Relat'ship	R.	Rel'd objec...	Abbr.	% rate
01/01/1900	12/31/9999	A	002	Reports (I	S	22106936	L156	0.00
01/01/1900	12/31/9999	A	003	Belongs to	O	21704591	SW Region	0.00
08/05/2001	12/31/9999	A	008	Holder	P	00014386	HALL	100.00
06/10/2001	08/04/2001	A	008	Holder	P	00014386	HALL	100.00
04/27/2003	12/31/9999	A	011	Cost cente	K	000060000...	Leadership 3	100.00
06/24/2001	04/26/2003	A	011	Cost cente	K	000064345...	LHU68 - Gra	100.00
06/01/2000	06/23/2001	A	011	Cost cente	K	000064321...	LHU60 - Gra	100.00
01/01/1900	06/23/2001	B	003	Incorporat	A	21589932	WC	0.00
07/01/2001	12/31/9999	B	007	Is describ	C	21669781	K024	0.00
01/01/1900	06/30/2001	B	007	Is describ	C	21669781	K024	0.00

1 of 10

QAS (1) (410) sapqas INS

8. View the new Master cost center information.

Exercise Scenario #6

- Change the cost distribution for a position.

Demonstration

⌨ Change the Cost Distribution of a Position

Human Resources > Organizational Management > Expert Mode > Position (PO13)

Note: The Org. and Comp. Specialist personnel should always verify with their agency Finance/GL Accounting personnel before making changes to a cost distribution or a cost center. This is to ensure that budget and cash are available for payroll posting.

1. Follow the menu path and double click on PO13 - Position or enter transaction code PO13 in the command field and press enter.

Maintain Position

Plan version

Position   22105639   COUNTY HEALTH RECORDS CLERK I

Abbr.   K025

5. Click Copy.

2. Change 'From' date to 1/01/1900.

3. Select 'All".

4. Select Cost Distribution.

Infotype name	Time period
Object	○ Period
Relationships	From 01/01/1900 to 12/31/9999
Planned Compensation	○ Today
Acct. Assignment Features	◉ All
Employee Group/Subgroup	○ From curr.date ○ Last week
Obsolete	○ To current date ○ Last month
Cost Distribution	○ Current year
Specific Position Data	
Job Audit Tracking	Select

QAS (1) (410) sapqas INS
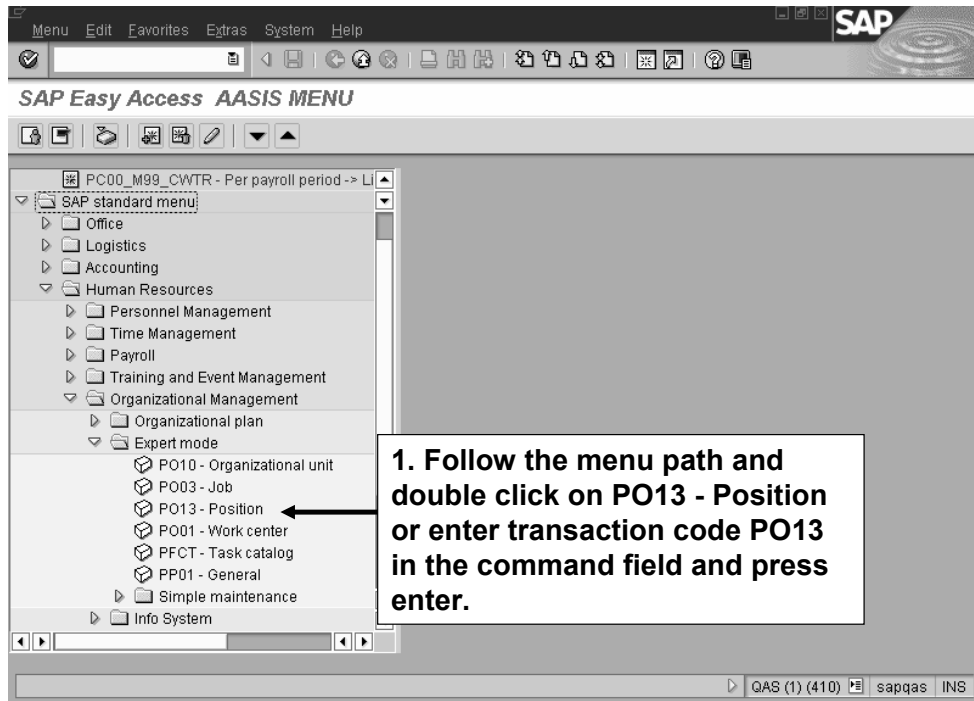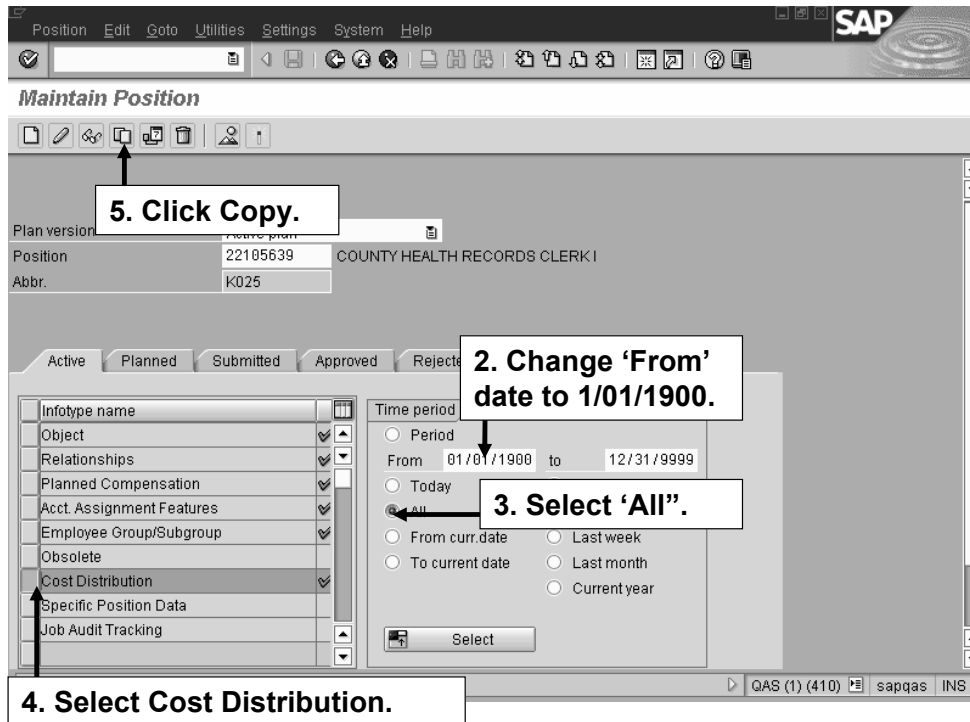
The Cost Distribution ALWAYS OVERRIDES the master cost center in Relationships. Ex: If the cost center is modified and you want the cost distribution to link to the new cost center, then you MUST modify the existing cost distribution by entering the new cost center information.

Note: To determine the beginning date to enter in the 'Start date' field, please refer to OPM's schedule of Pay Periods. An example of the beginning date of the current OPM (bi-weekly) pay period is as follows: For OPM pay period 10, the beginning date is 4/27/03.

It is recommended that agencies use the beginning date of the current pay period in which the change is being made.

However, there may be times when the agency needs to future date a cost distribution change. In this case, the Agency Org. and Comp. Specialist personnel will need to notify the Agency Personnel Management personnel of the future date for the cost distribution change.

The Agency Personnel Management personnel will need to notify the Agency Org. and Comp. Specialist personnel, if the employee promotes, demotes, or transfers out of the position before the future date of the cost distribution change. The Agency Org. and Comp. Specialist personnel will need to contact the AASIS Helpdesk at 683-2255 to request assistance on the position. Otherwise, the employee will not be paid.

10. Click Enter.

11. Click Save.

Position   K025   COUNTY HEALTH RECORDS CLERK I

Planning status   Active

Start date   04/27/2003 To   12/31/9999   Change information

Cost Distribution   01 S 22105639 1

Master cost center   600001   Leadership 361 BAA01

Cost distribution

CO...	Cost ctr	Order	WBS element	Name	Pct.	Name of a
ARK	600001		F.0645.FMP01REIMB-02	FAM PLAN REIMB	100.00	Leadership

7. Enter the new Cost center.

8. If necessary, enter the appropriate Internal Order or WBS element.

9. If necessary, modify the Percentage. This can be anything up to 100%. The remaining percent will come from the master cost center.

New entries

Entry   1   of   1

QAS (1) (410) sapqas INS

Note: There can only be one Internal Order or one WBS element per Cost center.

Copy Cost Distribution

Position   K025   COUNTY HEALTH RECORDS CLERK I
Planning status   Active
Start date   04/27/2003   To   12/31/9999   Change information

Cost Distribution   01 S 22105639 1
Master cost center   60

CostDistribution Add

Previous record will be delimited
at end. Do you want to save?

Yes   No   Cancel

12. A pop-up box will appear. Click 'Yes'.

CO... Cost ctr   Order   Pct.   Name of a
ARK 600001   100.00 LEADERSH

New entries   Entry   1   / 1
Entry   1   of   1   Record 1   of   2

QAS (1) (410) sapqas INS

Maintain Position

Plan version   Active plan
Position   22105639   COUNTY HEALTH RECORDS CLERK I
Abbr.   K025

| Active | Planned | Submitted | Approved | Rejected |

Infotype name		Time period
Object		○ Period
Relationships		From 01/01/1900 to 12/31/9999
Planned Compensation		○ Today ○ Current week
Acct. Assignment Features		● All ○ Current month
Employee Group/Subgroup		○ From curr.date ○ Last week
Obsolete		○ To current date ○ Last month
Cost Distribution		○ Current year
Specific Position Data		
Job Audit Tracking		

13. The message will appear: "Record created."

◎ Record created   ▷ QAS (1) (410) sapqas INS

Exercise Scenario #7

- Create a cost distribution for a position.

Demonstration

⌨ Create a Cost Distribution for a Position

Human Resources > Organizational Management > Expert Mode > Position (PO13)

Note: The Org. and Comp. Specialist personnel should always verify with their agency Finance/GL Accounting personnel before making changes to a cost distribution or a cost center. This is to ensure that budget and cash are available for payroll posting.

1. Follow the menu path and double click on PO13- Position or enter transaction code PO13 in the command field and press enter.

5. Click Create.

Maintain Position

Position   22084562   PSYCHIATRIST
Abbr.   6621

Active | Planned | Submitted | Approved | Rejecte

2. Change 'From' date to 1/01/1900.*

Infotype name	Time period
Object	○ Period
Relationships	From 01/01/1800 to 12/31/9999
Planned Compensation	○ Today
Acct. Assignment Features	**3. Select 'All".**
Employee Group/Subgroup	
Obsolete	○ From curr.date ○ Last week
Cost Distribution	○ To current date ○ Last month
Specific Position Data	○ Current year
Job Audit Tracking	
	Select

QAS (1) (410)   sapqas   INS

4. Select Cost Distribution.
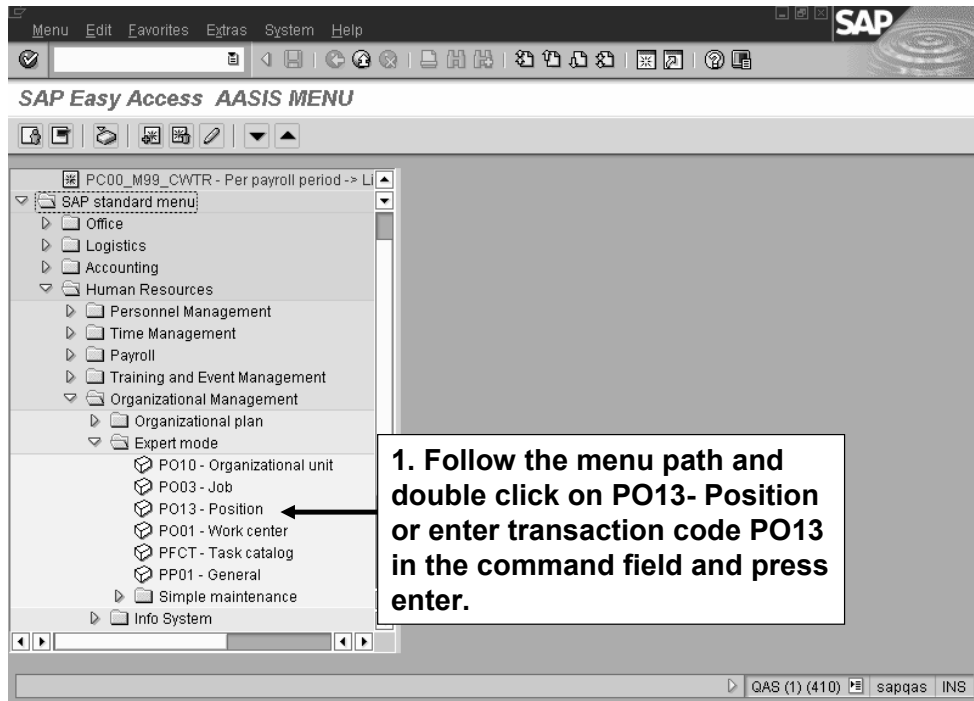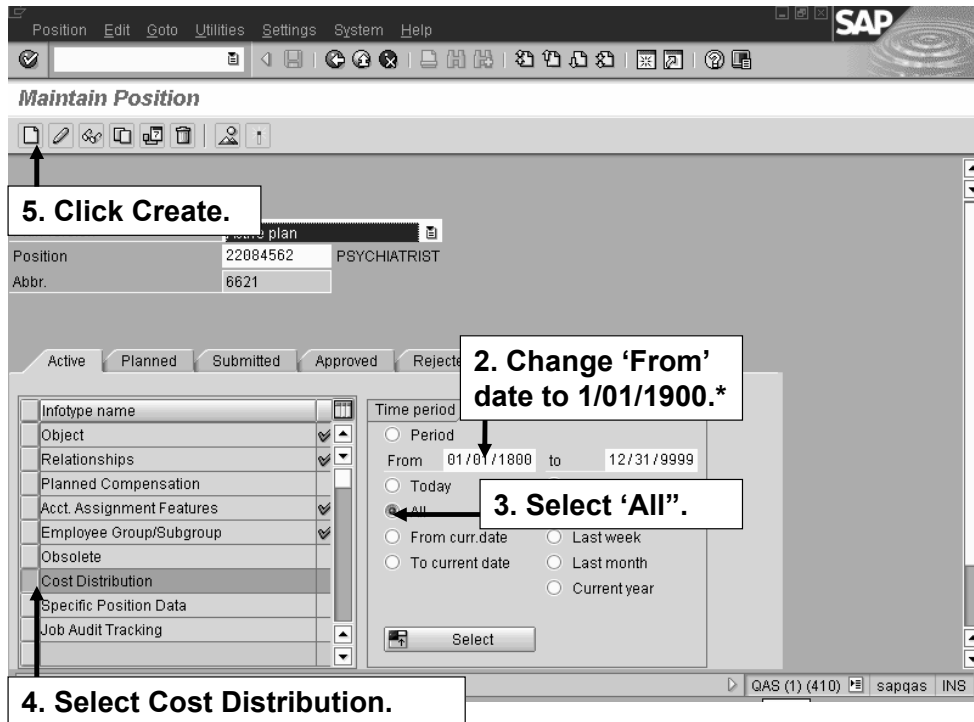
*Note: To get all the historical information on a position, use the date "01/01/1900" in the 'From' field.

Add Cost Distribution

Position	6621 PSYCHIATRIST
Planning status	Active
Start date	01/01/1900 ⊡To 12/31/9999 ⬥ Change information

Cost Distribution   01 S 22084562

Master cost center   340501

6. Change 'Start date' to the beginning date of the current pay period.

Cost distribution

CO...	Cost ctr	Order				ame of a

New entries   Entry   1   / 0

Entry   1   of   0

QAS (1) (410) ⊡ sapqas INS

Note: To determine the beginning date to enter in the 'Start date' field, please refer to OPM's schedule of Pay Periods. An example of the beginning date of the current OPM (bi-weekly) pay period is as follows: For OPM pay period 10, the beginning date is 4/27/03.

It is recommended that agencies use the beginning date of the current pay period in which the change is being made.

However, there may be times when the agency needs to future date creating a cost distribution. In this case, the Agency Org. and Comp. Specialist personnel will need to notify the Agency Personnel Management personnel of the future date for the cost distribution.

The Agency Personnel Management personnel will need to notify the Agency Org. and Comp. Specialist personnel, if the employee promotes, demotes, or transfers out of the position before the future date of the cost distribution. The Agency Org. and Comp. Specialist personnel will need to contact the AASIS Helpdesk at 683-2255 to request assistance on the position. Otherwise, the employee will not be paid.

Add Cost Distribution

Position   6621   PSYCHIATRIST
Planning status   Active
Start date   04/27/2003   To   12/31/9999   Change information

Cost Distribution   01 S 22084562 1
Master cost center   340740   509 MH Admin

Cost distribution

CO...	Cost ctr	Order	WBS element	Name	Pct.	Name of a
ARK	340502			509 Dir Inter Affair	50.00	

7. Enter 'ARK'.

8. Enter the new Cost center.

9. If necessary, enter the appropriate Internal Order or WBS element. Refer to note below.

10. Enter the appropriate Percentage. For this example, enter 50.00.

New entries
Entry   1   of   1   / 1

QAS (1) (410) sapqas INS

In this example, 50% will be charged to the new cost center you just created. The other 50% will be charged to the Master cost center.

In most instances the cost distribution will have an Internal Order or WBS element linked to the new cost center. However, it can stand alone as you see in this example.

Add Cost Distribution

11. Click Enter.   **12. Click Save.**

Position	6621	PSYCHIATRIST	
Planning status	Active		
Start date	04/27/2003	To	12/31/9999

[icon] Change information

Cost Distribution   01 S 22084562 1

Master cost center   340740   509 MH Admin

Cost distribution

	CO...	Cost ctr	Order	WBS element	Name	Pct.	Name of a...
	ARK	340502			509 Dir Inter Affair	50.00	

[New entries]   Entry   1   / 1

Entry   1   of   1

QAS (1) (410) sapqas   INS

Maintain Position

14. Click Display.

Plan version	Active plan
Position	22084562 PSYCHIATRIST
Abbr.	6621

Active   Planned   Submitted   Approved   Rejected

Infotype name		Time period
Object	✓	○ Period
Relationships	✓	From 01/01/1800 to 12/31/9999
Planned Compensation		○ Today ○ Current week
Acct. Assignment Features	✓	◉ All ○ Current month
Employee Group/Subgroup	✓	○ From curr.date ○ Last week
Obsolete		○ To current date ○ Last month
Cost Distribution	✓	○ Current year
Specific Position Data		
Job Audit Tracking		

13. The message will appear: "Record created."

✓ Record created   ◄   ▷ | QAS (1) (410) | sapqas | INS

Display Cost Distribution

Position	6621 PSYCHIATRIST
Planning status	Active
Start date	04/27/2003 To 12/31/9999 Change information

Cost Distribution   01 S 22084562 1

Master cost center   340740   509 MH Admin

Cost distribution

CO...	Cost ctr	Order	WBS element	Name	Pct.	Name of a
ARK	340502			509 Dir Inter Affair	50.00	

15. View the new Cost distribution information.

Entry   1   / 1

Entry   1   of   1   Record   1   of   1

QAS (1) (410)   sapqas   INS

Exercise Scenario #8

- Your agency has created a new master cost center for a position. Your agency wants to end the cost distribution for the position.
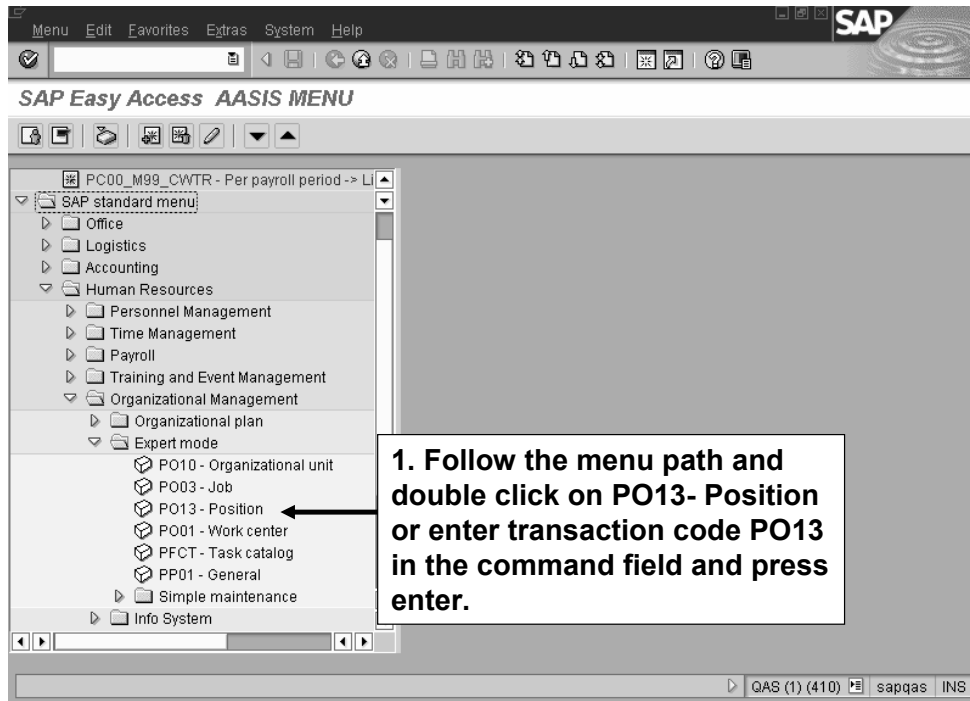
Demonstration

⌨ Ending the Cost Distribution of a Position

Human Resources > Organizational Management > Expert
Mode > Position (PO13)

Note: The Org. and Comp. Specialist personnel should always verify
with their agency Finance/GL Accounting personnel before making
changes to a cost distribution or a cost center. This is to ensure that
budget and cash are available for payroll posting.

1. Follow the menu path and double click on PO13- Position or enter transaction code PO13 in the command field and press enter.

5. Click Change.

Position   22111291   ACCOUNTING TECHNICIAN I
Abbr.   A106

2. Change 'From' date to 1/01/1900.*

3. Select 'All".

4. Select Cost Distribution.

Active | Planned | Submitted | Approved | Reject

Infotype name
Object
Relationships
Planned Compensation
Acct. Assignment Features
Employee Group/Subgroup
Obsolete
Cost Distribution
Specific Position Data
Job Audit Tracking

Time period

○ Period
From   01/01/1900   to   12/31/9999
○ Today
◉ All
○ From curr.date   ○ Last week
○ To current date   ○ Last month
     ○ Current year

Select

QAS (2) (610)   sapqas   INS

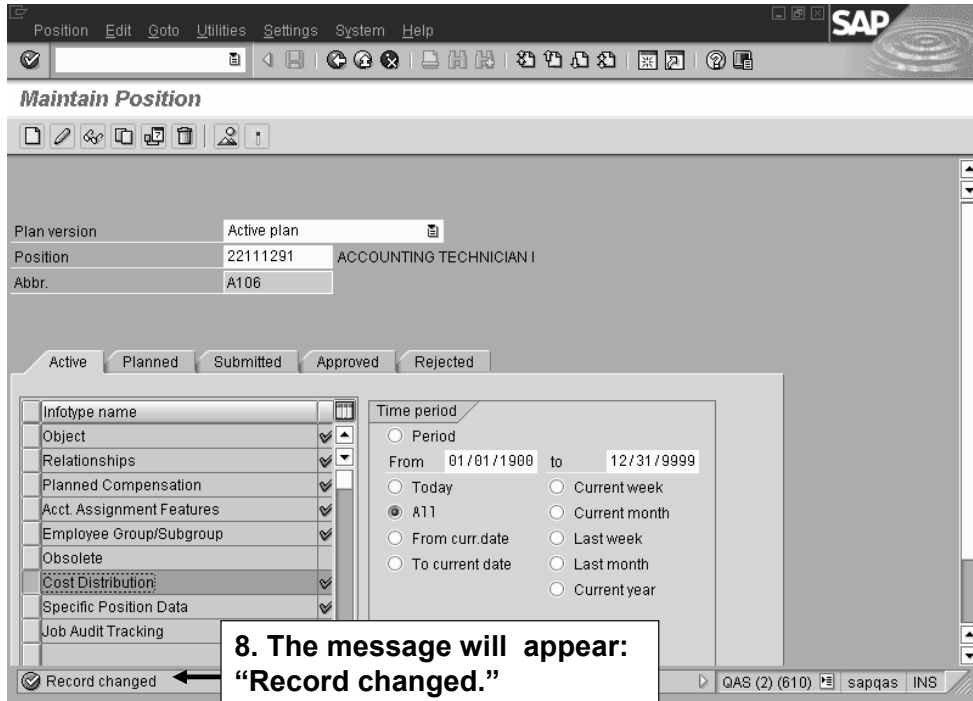*Note: To get all the historical information on a position, use the date "01/01/1900" in the 'From' field.

7. Click Save.

6. Enter an end date in the "To" field. *

Position	A106	ACCOUNTING TECHNICIAN I
Planning status	Active	
Start date	06/24/2001 To 12/31/9999	Change information

Cost Distribution   01 S 22111291 1

Master cost center   600124   STW IHS

Cost distribution

| CO... | Cost ctr | Order | WBS element | | ct. | Name of a |
| ARK | 600124 | I0645436 | | | 00.00 | Stw IHS Ho |

New entries   Entry   1 / 1

Entry   1   of   1   Record 1   of   2

QAS (2) (610) sapqas INS

* If the agency is ending the cost distribution because a new master cost center has been created and the agency no longer wants the cost distribution, then the Org. and Comp. Specialist personnel will need to enter the day before the new master cost center is effective in the "To" field.
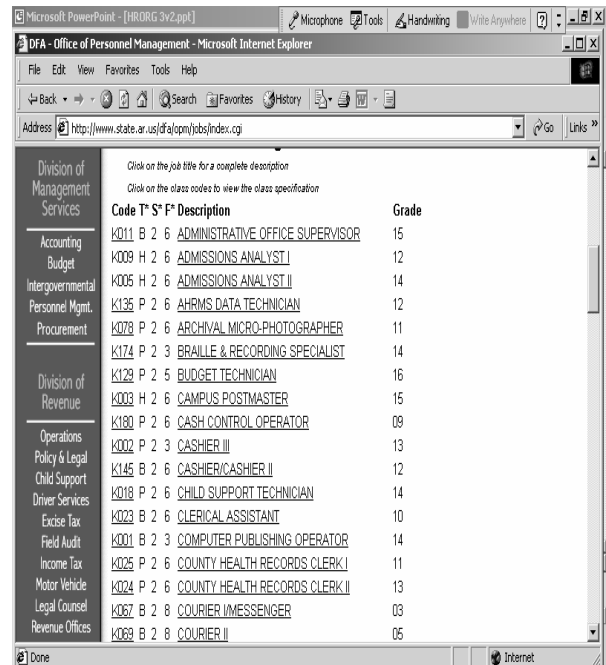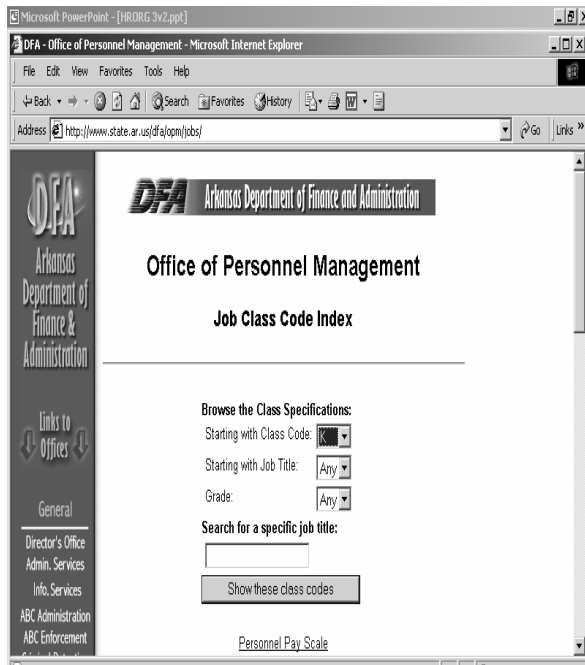
8. The message will appear: "Record changed."

Troubleshooting Note #1

To verify the pay grade or job code for any authorized position, go to the OPM C&C website at: http://www.state.ar.us/dfa/opm/jobs/

AASIS Support Center, Diane Jolley,
   06/24/03 Revised to V2

3-64

Note: If you have any questions concerning the Job Class Code Index,
please contact OPM Class & Comp.